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**From:** Joffe, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0644518D69B8434FA56F868D73CB6657-BJOFFE]  
**Sent:** 9/16/2019 7:22:30 PM  
**To:** Volk, Everett [volk.everett@epa.gov]  
**Subject:** FW: Draft Org Assessment Template  
**Attachments:** FY19 ORC Counseling Accomplishments.docx

Attached is an updated write-up with Nelson Tunnel and Pinedale blurbs. Could you add the other 3 to the write-up and send it back to me?

Brian Joffe  
Associate Regional Counsel  
Legal Counseling and FOIA Branch  
EPA Region 8  
Ph: (303) 312-6499

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**From:** Sutin, Elyana <Sutin.Elyana@epa.gov>  
**Sent:** Friday, September 13, 2019 3:59 PM  
**To:** Joffe, Brian <Joffe.Brian@epa.gov>; Schefski, Kenneth <Schefski.Kenneth@epa.gov>  
**Cc:** Volk, Everett <volk.everett@epa.gov>  
**Subject:** RE: Draft Org Assessment Template

Brian,

## Ex. 5 Deliberative Process (DP)

Let me know if you want to discuss further whether to include these.

Elyana

Elyana R. Sutin  
Deputy Regional Counsel  
U.S. EPA Region 8  
1595 Wynkoop St.  
Denver, CO 80202

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**From:** Joffe, Brian <[Joffe.Brian@epa.gov](mailto:Joffe.Brian@epa.gov)>  
**Sent:** Friday, September 13, 2019 10:24 AM  
**To:** Schefski, Kenneth <[Schefski.Kenneth@epa.gov](mailto:Schefski.Kenneth@epa.gov)>; Sutin, Elyana <[Sutin.Elyana@epa.gov](mailto:Sutin.Elyana@epa.gov)>  
**Cc:** Volk, Everett <[volk.everett@epa.gov](mailto:volk.everett@epa.gov)>  
**Subject:** RE: Draft Org Assessment Template

Attached is our compilation of accomplishments for the Legal Counseling and FOIA Branch. Please let us know if we are missing something from earlier in the year that happened under your direct supervision pre-realignment. I added a note

**Ex. 5 AC/AWP/DP**

 FYI - we did not have a chance to vet this with our program clients so there may be some overlap with their submissions on particular matters.

Brian Joffe  
Associate Regional Counsel  
Legal Counseling and FOIA Branch  
EPA Region 8  
Ph: (303) 312-6499

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**From:** Schefski, Kenneth <[Schefski.Kenneth@epa.gov](mailto:Schefski.Kenneth@epa.gov)>  
**Sent:** Friday, September 6, 2019 9:09 AM  
**To:** Sutin, Elyana <[Sutin.Elyana@epa.gov](mailto:Sutin.Elyana@epa.gov)>; Joffe, Brian <[Joffe.Brian@epa.gov](mailto:Joffe.Brian@epa.gov)>; Thompson, Christopher <[Thompson.Christopher@epa.gov](mailto:Thompson.Christopher@epa.gov)>; Madigan, Andrea <[Madigan.Andrea@epa.gov](mailto:Madigan.Andrea@epa.gov)>; Swanson, Amy <[Swanson.Amy@epa.gov](mailto:Swanson.Amy@epa.gov)>; Volk, Everett <[volk.everett@epa.gov](mailto:volk.everett@epa.gov)>  
**Subject:** FW: Draft Org Assessment Template

This is a reminder that I need a summary of FY 2019 accomplishments from each branch. I don't need extensive detail, just a few sentences on each significant accomplishment, considering the guidance from Karly below, and wrapped up numbers if relevant (e.g., total penalties, total conclusions, etc.). Please get this information to me and Elyana by next Friday.

Thanks, KC

K.C. Schefski  
Regional Counsel  
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**From:** Scholten, Karly <[Scholten.Karly@epa.gov](mailto:Scholten.Karly@epa.gov)>  
**Sent:** Friday, September 6, 2019 8:55 AM  
**To:** Bohan, Suzanne <[bohan.suzanne@epa.gov](mailto:bohan.suzanne@epa.gov)>; Buhl, Rick <[Buhl.Rick@epa.gov](mailto:Buhl.Rick@epa.gov)>; Daly, Carl <[Daly.Carl@epa.gov](mailto:Daly.Carl@epa.gov)>; Davis, Patrick <[davis.patrick@epa.gov](mailto:davis.patrick@epa.gov)>; Garcia, Bert <[Garcia.Bert@epa.gov](mailto:Garcia.Bert@epa.gov)>; Kortuem, Patrice

<Kortuem.Patrice@epa.gov>; Love, Shea <love.shea@epa.gov>; Moon, Diane <Moon.Diane@epa.gov>; Morales, Monica <Morales.Monica@epa.gov>; Morlock, Nancy <morlock.nancy@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; O'Connor, Darcy <oconnor.darcy@epa.gov>; Opekar, Kimberly <Opekar.Kimberly@epa.gov>; Russo, Rebecca <Russo.Rebecca@epa.gov>; Schefski, Kenneth <Schefski.Kenneth@epa.gov>; Smidinger, Betsy <Smidinger.Betsy@epa.gov>; Sopkin, Gregory <sopkin.gregory@epa.gov>; Stavnes, Sandra <Stavnes.Sandra@epa.gov>; Sutin, Elyana <Sutin.Elyana@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>; Wood, MelanieL <Wood.MelanieL@epa.gov>

**Subject:** Draft Org Assessment Template

**Importance:** High

Good Morning,

Attached is the DRAFT Org Assessment Template. This isn't final yet, but to assist in your internal planning I'm sharing it. Hopefully we will receive the final one soon. Until then, please continue to use the guidance I provided below and the info attached.

If you have any questions, please let me know.

Thanks,

Karly

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8MSD-FM | 1595 Wynkoop Street | Denver, Colorado 80202 | 303.312.6418

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**From:** Scholten, Karly

**Sent:** Friday, August 23, 2019 4:27 PM

**To:** R8 SLT <R8\_SLT@epa.gov>

**Subject:** End of year performance reporting due date timeline

**Importance:** High

SLT,

The Organization Assessment, the End-of-Year Report, and the SES Self-Assessments are due in September / October. I'm sending this email so you and your leadership teams have sufficient time to compile information for each of these requests. Please note, I'm sending this before I have the Org Assessment template from HQ. However, I expect the general format to be similar enough to last year to get started. When I receive the official template, I will share it immediately. Below is a breakdown of the different requests and the due dates associated with each. Please share this with your leadership teams or anyone that might play a role in drafting and compiling this information. If you or your teams have any questions, please let me know.

#### **Organization Assessment – Due September 19**

- I haven't received the FY19 Org. Assessment template yet, however, I do know that it will be a similar format as last year with the exception of the last section. The last section will focus on ELMS and the deployment progress and successes. I've attached R8's FY18 submission as a reminder. When HQ issues the final guidance and official template, I will share it.
- This must be a one-page document for your entire Division. Please focus your accomplishments on the current organizational structure.

#### **End-of-Year Report – Due October 4**

- The end of year report highlights the region's major accomplishments. This format focuses on high profile projects or successes that the region had this fiscal year in a narrative format. I've attached FY18's End-of-Year report for reference. I plan to use a similar format. Please submit accomplishments using the guidance provided below.

- Programs draft write-ups (approximately 1-2 paragraphs) that address the following:
  - What we did
  - Who it helped (focus on the public)
  - How we did it
  - Include any or all of the following: pictures, graphs, charts, and or data

**SES Self-Assessment – Due October 11**

- Please email me any specific accomplishments that the RA or DRA worked closely with you on.

**Draft Schedule – Final schedule will be shared when HQ dates are issued**

DATE DUE	ACTIVITY
Thursday, September 19	<b>SLT</b> submits 1-page Organization Assessment template highlighting the most significant division accomplishments to Regional Planner. (Please complete using the new R8 structure.)
Wednesday, September 25	Regional Planner submits draft R8 Org. Assessment to SLT for comments.
Monday, September 30	<b>SLT</b> comments on draft R8 Org. Assessment due to Regional Planner.
Thursday, October 3	Regional Planner submits Draft R8 Org. Assessment to RA and DRA for final review.
Thursday, October 3	<b>SLT</b> sends draft End-of-Year highlights to Regional Planner.
Monday, October 7	<b>RA and DRA</b> provide final comments on Org. Assessment to Regional Planner.
Monday, October 7	Regional Planner submits draft EOY report to RA/DRA for comment.
<i>Final date not released yet</i>	<b>RA and DRA</b> submit Organizational Assessment and preliminary ratings distribution to OARM.
<i>Tentative date Friday, October 11</i>	<b>SES</b> Self-Assessments due to DRA
Friday, October 11	<b>SLT</b> submit project highlights for DRA and RA Self-Assessments to Regional Planner. (Please share projects that the RA or DRA worked directly with you on this year. These are incorporated into their self-assessments.)
<i>Tentative Date Wednesday, October 16</i>	Regional Planner submits draft RA/DRA self-assessments to RA/DRA.

As always, please call/email me with any questions.

Thanks,

Karly

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8TMS-FMP | 1595 Wynkoop Street, | Denver, Colorado 80202 | 303.312.6418